

## ☒ BID BOARD NOTICE

**PROCUREMENT ID NUMBER: PHPA-C218**

**ISSUE DATE: March 20, 2015**

**TITLE: Check Stock**

**DUE DATE: Friday, March 27, 2015 / 2:00 P.M.**

**PLEASE READ THE ENTIRE SOLICITATION BEFORE  
SUBMITTING YOUR BID**

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**THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE  
SMALL PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07**

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This solicitation has been designated as a Small Business Reserve (SBR); only registered SBRs may respond. Please apply at <https://emaryland.buyspeed.com/bsr> to begin the process, and then follow the prompts to see if your business qualifies. For assistance in the SBR registration process, please call 410-767-1492. Please include your SBR number on the Bid Form.

Fully Loaded Rate to include all services described in the Description of Service and all expenses are not to exceed \$24,656.00.

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### **PROCUREMENT METHOD**

Small Procurement – Invitation for bid

### **EXPECTED DELIVERY DATES:**

June 15, 2015

July 15, 2015

August 14, 2015

September 15, 2015

October 15, 2015

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# Maryland WIC Program Specifications:

## WIC Check Stock

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### Product Details

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#### 1. Paper

- Type: 24 lb bond paper for MICR checks
- Size: 8.5 inches by 11 inches (3 checks per sheet)
- Grain direction: long or short grain
- Stiffness: taber m.d. 2.5 (long grain) or c.d. 1.1 (short grain) at a minimum
- Smoothness: sheffield range of 150 - 200. Surface may not contain excessive sizing additives.
- Moisture content: between 4.7 and 5.5%
- Perforations: 2 perforations at 3 2/3 inches. laser-perfs or micro-perfs, minimum of 20 cuts per inch. Perforations should not protrude from either side of the sheet to avoid nesting and potential double feeding. Perforations should be clean and if required, rolled or ironed flat. Perforation should stop 0.06 inches from the edge of the form to avoid separation in the printer's transport.

#### 2. Ink

Ink applied to check stock must be able to withstand 212 c (414f) degree temperatures and pressure up to 25 psi without contaminating the printer or creating hazardous fumes.

#### 3. ANSI Security Features

- gradient two-color blend pantograph
- copy-void in pantograph
- simulated watermark
- copy/void endorsement pantograph
- target mark for MICR alignment
- warning band
- border micro printing

#### 4. Color

- Two color left to right (blue to pink) graduated pantograph **A target box measuring approximately 2 1/16" x 1 1/8" on the bottom right side of check is to remain blank with a white background (a sample can be provided upon request by emailing Lindsay Unitas at [lindsay.unitas@maryland.gov](mailto:lindsay.unitas@maryland.gov))**

#### 5. Packaging

- Shrink wrap checks in packages of 500 sheets (3 checks per sheet for a total of 1,500 checks per package). Checks are to be boxed 4 packages per carton (for a total of 6,000 checks).

## Maryland WIC Program Specifications: WIC Check Stock

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### 6. Pre-production Approval

- 100 sample sheets must be delivered to and approved by Robert Bruce of the Maryland WIC Program Room 105, 201 W. Preston Street, Baltimore, MD 21201 prior to the printing of this order.

### 7. Substitution Approval

Any changes to the above specifications must be pre-approved by Robert Bruce of the Maryland WIC Program.

## Quantity and Shipping Schedule

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Delivery is due in quantities shown below:

June 15, 2015	108 cartons
July 15, 2015	108 cartons
August 14, 2015	108 cartons
September 15, 2015	108 cartons
October 15, 2015	104 cartons

Total order is 536 cartons for a total of 3,216,000 checks.

Damaged products will be returned to the vendor for replacement at no additional cost to the WIC Program.

## Overruns

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We will not pay for overruns. We will only pay for what we indicated on the purchase order. If however, we receive less than the quantity on the purchase order, we will only pay for the lower quantity.

## Freight Terms

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Maryland State WIC Program's freight terms for US domestic shipments are FOB destination, freight pre-paid by the vendor for all shipments.

## Shipping Method

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- Shipments that are 10 cartons and 200lbs or less and meet other FedEx or UPS ground guidelines should be shipped by FedEx or UPS ground.
- All orders that exceed 10 boxes and 200 lbs **must be palletized.**

# Maryland WIC Program Specifications:

## WIC Check Stock

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- **No container shipments shall be accepted.**

### Packaging Instructions

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- Vendor shall provide shipping containers (boxes, cartons, etc.) constructed to provide for handling and shall afford the item protection.
- Vendor shall utilize shipping containers uniform in size whenever possible.
- Vendor shall utilize containers of minimum tare weight and size consistent with the protection required.
- Vendor shall utilize containers that meet the minimum packaging requirements of the common carriers (if so shipped) for acceptance for safe transportation.

### Shipment Preparation

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#### Carton Preparation

- No individual carton to exceed a maximum weight of 40 lbs.
- The following information shall be clearly placed, stamped, or printed on each box, carton or case. The Letters and numbers shall be a minimum of ½ inch in height and in bold print.
  - Mark the outside of each shipping carton with the WIC purchase order number
  - Item number
- Mark the total number of cartons being shipped on the outside of each carton (example: 1 of 6, 2 of 6, etc.).
- Packing lists must be attached to the outside of the cartons.

#### Palletized Loads

- All orders that exceed 10 boxes and 200 lbs must be palletized and conform to the following specifications:
  - All pallets used shall be, at the minimum, a grade A GMA four-way pallet in good condition and measuring 48" (long) and 40" (wide).
  - Each pallet shall have three single stringers (runners). One stringer shall be on each side and one in the center running the length of the pallet.
  - The pallet shall not have any missing, broken, or split boards. Each pallet shall have five boards in good condition securely fastened on bottom and seven boards in good condition securely fastened on the top.
  - Each pallet shall present a clean appearance with no dirt, grease, or other foreign material on it.
  - The product stacked on pallets shall be stacked in a manner that maximizes the trailer cube, but does not damage the product.
  - Pallets shall not exceed a maximum weight of 2,000lbs (908 kilograms).
  - All carton labels must be facing outward and cartons securely shrink-wrapped to pallet.

## Maryland WIC Program Specifications: WIC Check Stock

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- Each pallet must be identified as follows: PO number, pallet number 1 of 6, 2 of 6, etc.
- The vendor / shipper shall ensure that the last pallet loaded shall have a freight bill and / or packing list and it is facing the door of the trailer. Copy of the packing List should be attached to the paperwork.

### Delivery Document Preparation

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#### **Packing List**

Each WIC purchase order number must have a separate packing list. Vendor shall ensure that all materials shipped shall be accompanied by a standard commercial packing list.

Vendor shall include the following information on the packing list:

- Ship-to address, exactly on the purchase order
- Ship From address
- Purchase order number
- Item number / purchase order item name / description
- Quantity of each purchase order item
- Mark the total number of cartons, pallets and total weight being shipped on packing list(s)
- Packing lists must be attached to the outside of the cartons.

### Delivery Appointment Scheduling / Advance Shipping Notice

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Advanced notice of delivery shall be made by phone 301-714-2081 or fax 240-420-5262 to Mike Pickerall. Delivery information shall include:

- Delivery date
- Number of cartons / pallets
- Purchase order number and item description

Complete orders shall be shipped to the Maryland WIC Distribution Center, 947 N Burhans Blvd, Hagerstown, MD 21742

Failure of the vendor / shipper to comply shall result in the product being returned at the vendor's expense.

### Special Instructions

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**BIDS MUST BE ALL INCLUSIVE AND INCLUDE COST OF DELIVERY AND PRINTING**

## Maryland WIC Program Specifications: WIC Check Stock

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### **BID SUBMISSION INFORMATION**

Bidders shall submit an original and one (1) signed copy of the completed Bid Form (page 8). The Bid Form must include ALL final costs for completing the project. Bid Forms should be placed in a single SEALED envelope. Vendor information, Procurement Officer information and the Procurement ID must be clearly marked on the outside of the envelope.

### **SUBMISSION DEADLINE**

Bids must be mailed or hand-delivered and must be received by the **Procurement Officer NO LATER than 2:00 p.m. on March 27, 2015** in order to be considered. **Bidders cannot submit multiple responses. Only one sealed bid is permitted per envelope.**

Bidders who hand-deliver bids are requested to please ask the building's security desk for a visiting pass and go to the third (3<sup>rd</sup>) floor, room 306 and ask for Michele Ferges.

\*NOTE: When dropping off your bid, please obtain a receipt indicating your bid was received.

Bidders that have a courier deliver bids are requested to please ask the building's security desk for a visiting pass and go to the third (3<sup>rd</sup>) floor, room 306 and ask for Michele Ferges.). \*NOTE: When dropping off the bid, please obtain a receipt indicating your bid was received.

Bidders who mail bids should allow sufficient mail transit time to ensure timely receipt by the PROCUREMENT OFFICER. Bids and/or unsolicited amendments arriving after the closing hour and date noted above will not be considered. For any response that is not hand-delivered, the bidders must confirm, at least 60 minutes before the deadline, that the bids were received in PHPA Procurement. **PHPA is not responsible for bids dropped off in the mailroom.** Questions regarding this solicitation should be directed (By e-mail only, no phone calls will be accepted) to the PROCUREMENT OFFICER.

**NO FAX OR EMAIL BIDS WILL BE ACCEPTED.**

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WIC Check Stock

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**PROCUREMENT OFFICER:**

**Michele Ferges**

Procurement Supervisor

201 W. Preston Street, Suite 306

Baltimore, Maryland 21201

[Michele.Ferges@maryland.gov](mailto:Michele.Ferges@maryland.gov)

**ISSUING OFFICE:**

**Lindsay Unitas**

Procurement Specialist

Maryland WIC Program

Department of Health & Mental Hygiene

201 W. Preston Street, 1st Floor

Baltimore, Maryland 21201

**MINORITY BUSINESS ENTERPRISES ARE STRONGLY ENCOURAGED TO  
RESPOND TO THIS SOLICITATION**

Maryland WIC Program Specifications:  
WIC Check Stock

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**Bid Form**

**PROCUREMENT:** Check Stock  
**I.D. NUMBER:** PHPA-C218  
**ISSUE DATE:** March 20, 2015

**Bidder Information:**

Vendor Name: \_\_\_\_\_  
Federal Tax ID (FEIN#): \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone/Fax: \_\_\_\_\_  
eMM#: \_\_\_\_\_  
SBR Number: \_\_\_\_\_

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**Signature**

**Date**

**Vendor signature and date certifies that vendor agrees to perform all services stated in Bid Board Notice - PHPA-C218.**

**Fully Loaded Rate to include all Commodity Details and Descriptions and all expenses not to exceed \$24,656.00**

**Total price for this project: \$**\_\_\_\_\_

**BIDS ARE DUE TO THE PROCUREMENT OFFICER NO LATER THAN 2:00 P.M. ON, MARCH 27, 2015.**

**Important: Do not alter this page.** Failure to fill out this page completely or altering the Bid Form in any way may render your submission non-responsive. Should you have any questions regarding this Bid Form, contact the Procurement Officer **by e-mail only**, no phone calls will be accepted.